



EVENT PLANNERS GUIDE 2026

Welcome to Mackay Entertainment & Convention Centre

MACKAY
ENTERTAINMENT
CONVENTION
CENTRE



A BUSINESS UNIT OF
MACKAY REGIONAL COUNCIL



2022 QUEENSLAND
tourism
awards

SILVER WINNER
Business Event Venues



Australian
Business
Events
Association







The Mackay Entertainment & Convention Centre (MECC) is located in the heart of Mackay and is just a short stroll away from a plethora of City Centre restaurants, an award-winning Regional Art Gallery, hotels, a library, shopping precincts and our magnificent blue water Pioneer River. The centre is easily accessible via foot, car, bike or bus and is approximately 10 minutes via taxi from the Mackay Airport.

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About us



The Mackay Entertainment and Convention Centre (MECC) is the largest convention and banqueting facility between Cairns and Brisbane. This state of the art \$29 million facility comprises of multiple versatile spaces including a 1090 seat auditorium and two plenary halls which, when fully extended, seats over 1450 delegates theatre style or 800 guests banquet style. There are four meeting rooms, a 100 seat studio space, two foyers, a selection of break out rooms, a dedicated event planner office and a registration desk.



- A compact city with charming, lovingly restored art deco buildings
- The blue water Pioneer River winding through the city, accompanied by the three kilometre Bluewater Trail walkway
- Oceanfront beaches where you can share a sunrise with wallabies
- A vibrant seaside marina with alfresco dining plus activity options such as boating and fishing
- Pristine rainforest hinterland and national parks which affirm Mackay's banner of "Nature. Reserved"

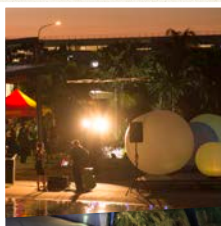
Why choose the MECC?

- A boutique size convention centre, the MECC offers affordable, world-class facilities delivered with small town hospitality and excellent customer service
- It's situated in one of Australia's most vibrant and picturesque regional cities
- Mackay offers an estimated 2000 rooms of 3.5-star standard and above, with more than six 4-star quality hotels located within easy walking distance of the MECC
- The MECC Precinct includes the award-winning Artspace Mackay (Mackay regional art gallery), the Town Hall (City Centre art deco heritage building) and the Civic Lawn, for additional meeting space or off-site event functions
- Mackay is strategically located as a central meeting point within Queensland - ideal for events drawing a state-wide audience or those from further afield

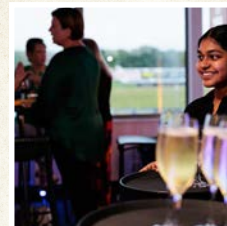
Location & Access

Affordable and frequent services from airlines such as Jetstar, Qantaslink, and Virgin Australia provide 110+ flights per week in and out of Mackay to Brisbane, Rockhampton, Townsville, Cairns, Sydney and Melbourne. Of these, more than 70 services per week provide the quick 1.5 hour connection between Mackay and Brisbane.

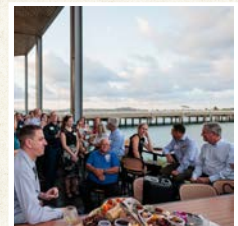
Quirky Off-Site Possibilities



Bluewater Quay



BB Print Stadium

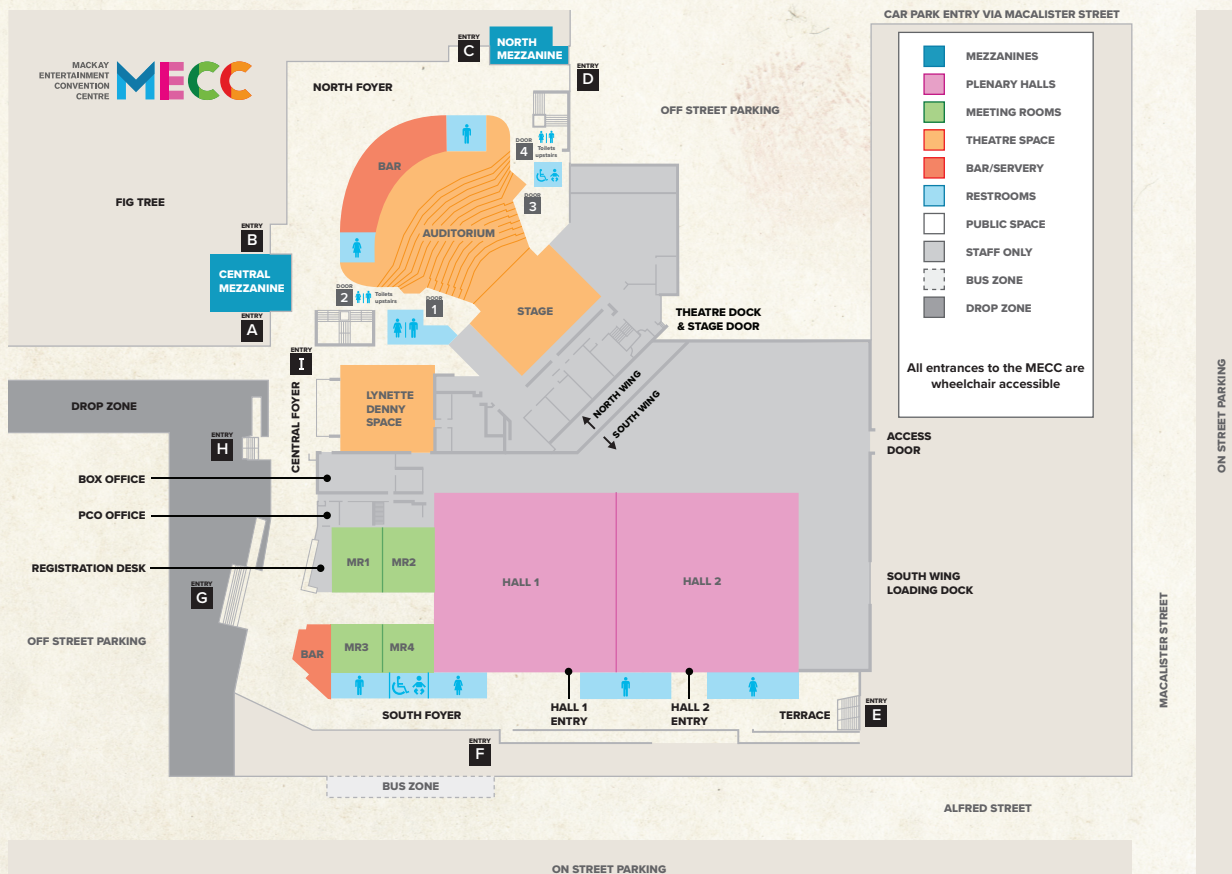


Red Dog Riverfront

Mackay's Climate

The huge 66,484 square kilometre Mackay Region offers diverse destination experiences, complemented by an enviable climate. Average daily temperatures range from just over 22°C in the winter months of June-August, to around 30°C during the summer months December-February.





MECC Location Snapshots

ROOM NAME	AREA SQ METRES	THEATRE	CLASSROOM	BANQUET	COCKTAIL	BOOTHS (3 X 2M X 2M)
Plenary Hall 1	730m ²	477	180	190	750	37
Plenary Hall 2	730m ²	440	160	190	750	39
Plenary 1 & 2	1460m ²	1307	280	580	1500	79
Auditorium	-	1090	-	-	-	-
Meeting Room 1	75m ²	68-80	33	40	50	-
Meeting Room 2	75m ²	68-80	33	40	50	-
Meeting Room 3	50m ²	44-56	16	20	35	-
Meeting Room 4	50m ²	44-56	16	20	35	-
Meeting Rooms 1 - 4 combined	332m ²	416	160	210	450	15 - 24
North Foyer	368m ²	399	152	260	700	24
Lynette Denny Space	119m ²	100	60	90	100	6

Services

Delegate boosting and event marketing

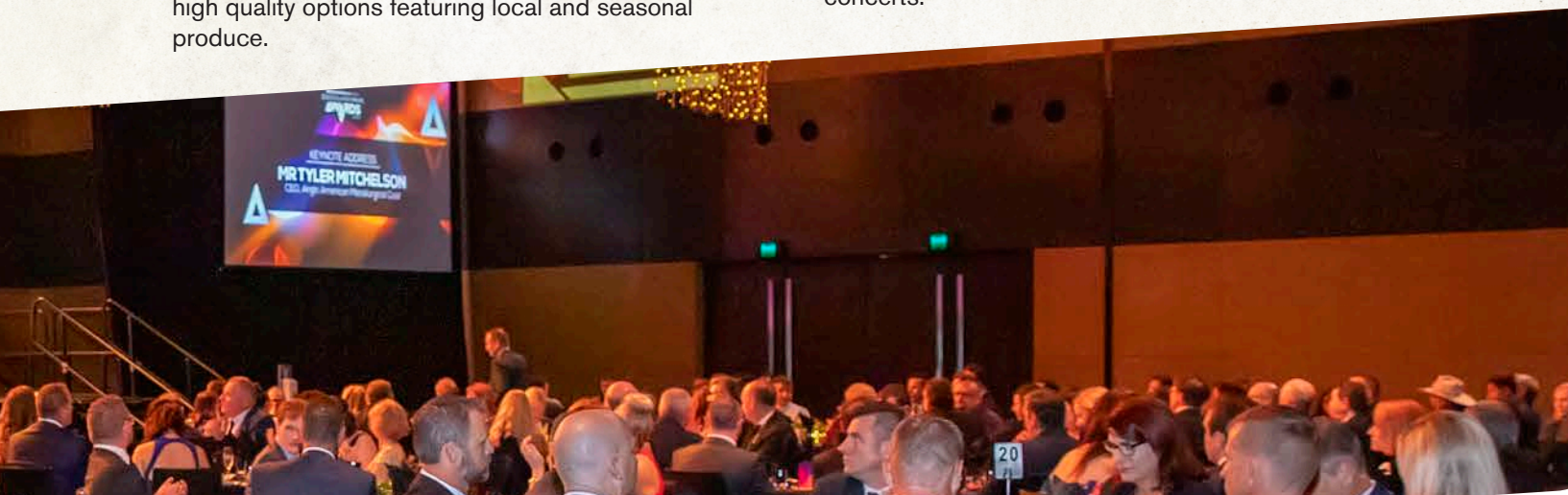
To assist you in marketing your event and a guide to planning an event in the Mackay Region, please visit the Mackay Region website.

Catering

Our in-house catering team take pride in delivering high quality options featuring local and seasonal produce.

Technical

As one of the most technically advanced convention centres in regional Australia, our team will bring your event to life from start to finish. Our highly skilled technical team have a combined 80 years of experience in delivering events of every size both on and off-site; from meetings, circus big tops to international rock concerts.



A close-up photograph of a platypus swimming in a stream. The platypus is the central focus, with its distinctive bill and body visible above the water. The water is dark and reflects the surrounding greenery. The background is a lush, green forest with sunlight filtering through the trees, creating a dappled light effect on the water's surface.

Expectations exceeded.

Platypus at Eungella National Park



Imagine conferencing with state-of-the-art facilities in the morning and exploring nature at its best in the afternoon.

Excitement Awaits

The Mackay Isaac Region is nature, reserved for you and for those that seek out life's quieter corners. There are plenty of natural experiences to explore before, during or after your business event.

Distractions Disappear

Mackay is one of Queensland's most accessible regional destinations by air, road or rail. Affordable and frequent air services into Mackay Airport enhance the destination's appeal as a Business Events destination. Travel time from Mackay Airport to Mackay City Centre is approximately 10 minutes. Before delegates explore the Mackay Region or attend a business event, they can take some time out and enjoy the comforts of home in one of the many choices for accommodation in Mackay's city centre.

Top 5 Ideas for Delegates in the Mackay Region

- 1 Enjoy a pre or post day trip to Broken River in Eungella National Park, Australia's most reliable place to spot a platypus in the wild.
- 2 Explore the hidden wonders that lay above and below the island waters off the coast of Mackay. Snorkel, paddleboard, swim in crystal clear water then finish the day with a cold beverage for the ride home. Life doesn't get much better than this!
- 3 Delegates can enjoy a tour of the Sarina Sugar Shed - Australia's only miniature sugar mill and distillery, learn about the region's rich sugar heritage and sample sweet treats.
- 4 Enjoy a day exploring Mackay's City Centre and Marina - including beautiful art deco buildings, art galleries, a waterfront esplanade full of alfresco restaurants, a beautiful swimming lagoon and more.
- 5 Take a day tour to Cape Hillsborough National Park and the Hibiscus Coast - see wallabies and other wildlife, enjoy tea and scones at an old train station and explore the quiet, untouched beachside town of Seaforth.

Delegate Gifts and Local Produce

With a diversity of rainfall and temperature, the Greater Whitsunday region boasts a broad range of agricultural production including world-class beef, grains, sugar, seafood, aquaculture, fruit and vegetables. Local suppliers produce a variety of quality gifts and samples for use as either inserts in delegate satchels, speaker gifts, or simply as mementos of your time in our region. Examples include the award winning Sarina Sugar Shed Rum, Surf Screen, Sugar Cane Soap, local honey products, and a variety of gourmet biscuits, sweets and preserves. For more information please contact the MECC sales team.

Local Economy

The Mackay region's growth is fuelled by the boom in the mining industry in the Bowen Basin, resurgence in agribusiness, growth in tourism and an emerging marine sector. It is the largest sugar-producing region in Australia and nearly a third of Queensland's export goods originate from the Mackay region. Talk to our sales team about how to connect with local contacts to arrange industry specific site visits and study tours.

DESTINATION FAST FACTS

Mackay's central location, and ease of access by air, road and rail, makes the destination accessible and attractive to potential delegates.

Mackay is one of Australia's fastest growing, yet most idyllic regions, where lifestyle and prosperity are the daily currency and the world is increasingly gathering to meet, work and play. A fresh new event destination, Mackay boasts affordable world-class facilities and services with small town hospitality and excellence in customer service.

Unique Regional Experiences

- > Scuba diving with platypus
- > Spectacular salt and freshwater fishing
- > The sparkling blue of the Pioneer River
- > Spot migrating whales
- > An impressive marina village with alfresco dining
- > Admire Queensland's best collection of art deco architecture (20 lovingly restored heritage listed buildings)
- > Southern Hemisphere's largest Coal Export Facility and largest bulk sugar terminal
- > The gateway to the mining trail
- > 120 km from Airlie Beach – the gateway to the Great Barrier Reef
- > Conference facility at the MECC is also an entertainment centre, providing the opportunity, depending on programming, for delegates to enjoy a live performance



Climate

Just 340km north of the Tropic of Capricorn, the Mackay-Isaac region's hot summers and mild, sunny winters make its climate one of the best in the world. Average daily temperatures range from just over 22C in the winter months of June-August, up to 30C during the summer months December-February.

MONTH	MEAN TEMP (C)	HUMIDITY (%)	RAINFALL (MM)
January	30	23	293
February	30	23	311
March	28	22	303
April	27	20	134
May	24	17	104
June	22	14	59
July	21	13	47
August	22	14	30
September	25	16	15
October	27	20	38
November	29	22	87
December	30	23	175

ACCESSIBILITY & AIRPORT

Accessibility & Airport

Mackay is one of Queensland's most accessible regional destinations by air, road or rail.

Affordable and frequent air services into Mackay Airport enhance the destination's appeal as a Business Events destination, with more than 110 flights in and out of Mackay per week. Airlines Jetstar, Qantas, Bonza and Virgin Australia provide regular services from Mackay Airport which is located seven (7) kilometres from the Mackay CBD.

Sitting astride the Bruce Highway, Mackay also has excellent road connections.

Rail access is also available via Queensland Railways 'Spirit of Queensland' train service which travels the state's coastline from Cairns to Brisbane and all regions in between. With five return services per week, it offers an alternative mode of transport for delegates from nearby regional areas.



TAXI:

Mackay Taxi - Provides door to door passenger service in one of the largest service areas in Queensland, covering Sarina in the south to Airlie Beach in the north. www.131008.com



COACH:

Kinetic - Operates a fleet in excess of 60 vehicles based in the Central Queensland region. The fleet includes minibuses, commuters through to 50-seater modern coaches. kinetic.com.mackay

Mackay Transit Coaches - Operates a fleet of over 70 vehicles ranging from 11 to 61 seaters. Vehicles are equipped with state-of-the-art vehicle technology and crafted for comfort, durability and efficiency. mackaytransit.com.au

Mackay Adventure Tours and Transfers - Mackay Adventure Tours and Transfers takes you off the beaten track to experience authentic nature based tours of the Mackay region. Seeking out adventure everywhere they go, the tours are great for those who are young and young at heart! mackayadventure.com.au



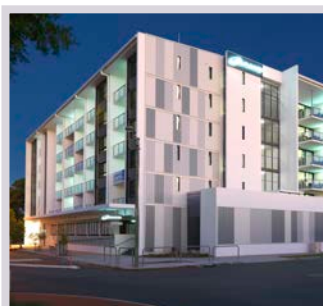
ACCOMMODATION

Mackay has six quality hotels of 4.5 star rating within 2km of the Mackay Entertainment and Convention Centre. Ready availability and attractive room rates in Mackay are now an appealing feature of the destination.



RYDGES
MACKAY SUITES

Rydges Mackay Suites
9 Gregory Street, Mackay
4 stars
600m from MECC



Oaks Mackay Rivermarque
55-63 River Street, Mackay
4.5 stars, 850m from MECC

Oaks Carlyle Mackay
23 Alfred, Mackay
4.5 stars, 850m from MECC



**RIVIERA
MACKAY**

Riviera Mackay
5-7 Nelson Street, Mackay
4 stars
950m from MECC



Quest Mackay on Gordon
27 Gordon Street, Mackay
4.5 stars
900m from MECC



Aligned Mackay Residences
38 Macalister St, Mackay
4.5 stars
500m from MECC



Ibis Mackay Airport
Christensen Circuit, Mackay
4 stars
5.8km from MECC



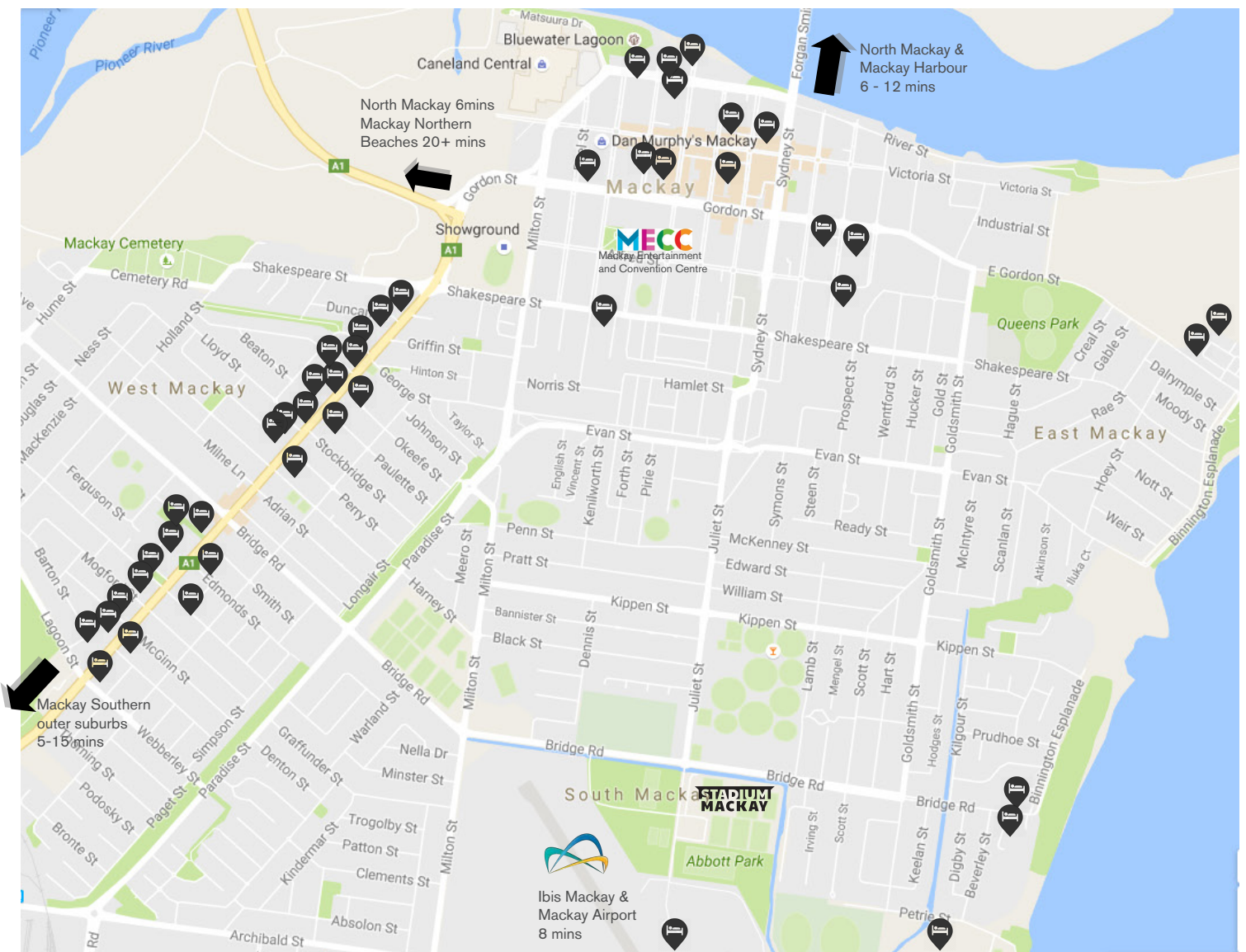
Pacific Sands
3 Kirribilli Ave, Mackay
4 stars
2.7km from MECC



Lanai Riverside Apartments
20 River Street, Mackay
4 stars
950m from MECC

For a full listing of accommodation in the Mackay region visit: <https://www.mackayisaac.com/accommodation>

ACCOMMODATION



AVAILABLE ACCOMMODATION IN THE MACKAY REGION

SUBURB	KM FROM MECC	MINS FROM MECC	ESTIMATED ROOMS
Mackay CBD	700m	3	900+
Surrounding CBD incl. Nebo Road	2	5	1430+
Southern Suburbs	5	8	60+
North Mackay	6	10	100+
Mackay Marina/Harbour	8	12	110+
Mackay Northern Beaches	15	20	215+

including 3 star+ and Caravan parks with units

PRE & POST TOURING

The Mackay Region boasts a diverse mix of leisure products, destinations and activities to appeal to delegates and accompanying partners for pre and post touring. Whether you choose to stay in Mackay, head just outside the city, or go further afield. Highlights include:

IN MACKAY...

The Bluewater Lagoon - this huge man-made recreational lagoon surrounded by landscaped gardens is located in the heart of the city, overlooking the blue Pioneer River. This free-access family-friendly leisure facility comprises three tiered lagoons, a Kid's Corner, water slide and café.

The Bluewater Trail & Quay - the trail incorporates raised boardwalks plus extensive pedestrian and bike pathways, which meander along the river and through the city's green spaces, eventually leading to the Mackay Regional Botanic Gardens.

Mackay Regional Botanic Gardens - a green 51 hectare oasis surrounding wildlife-filled lagoons just five kilometres from the city centre. Facilities include the Lagoon Gallery & Café and outdoor deck area. Free guided tours are provided for visitors to explore and enjoy the peaceful surrounds of one of Australia's newest and most innovative botanical gardens.

Artspace Mackay - Mackay's diverse culture starts here at this architectural award-winning regional art gallery. Local arts on display, touring exhibitions and heritage, all located in the city centre.

Mackay Marina Village - admire one of Queensland's largest marinas; embark upon a saltwater or freshwater fishing excursion; enjoy alfresco dining in a range of restaurants overlooking the marina or enjoy live music and entertainment.

Beaches - The Mackay region boasts over 31 beaches. Mackay's Town Beach offers numerous water sports activities for the more active-minded. Mackay's Northern Beaches offer the ambience of a tropical retreat whilst only being 20 minutes from Mackay's CBD. A luxurious haven for that special summer adventure, tropical winter retreat, or private romantic celebration. Eimeo Beach was awarded as one of the best beaches in "Australia's 101 Beach Search", and boasts sweeping panoramic views of the Coral Sea.

ON OUR DOORSTEP...

Sarina Sugar Shed - an award-winning local attraction located ½ hour south of Mackay. It features Australia's only miniature sugar mill and distillery specialising in delicious rums and liqueurs, sauces, chutneys, and home-made fudge confectionary.

Pioneer Valley and Eungella National Park - the park's ancient rainforest is one of the best places in the world to see the remarkable and very shy platypus in the wild. It is just one hour's drive from the Mackay CBD and offers a range of dining and activity options, including the chance to spot a platypus.

Scenic Finch Hatton Gorge - a leisurely hour drive inland and at 2,500 feet above sea level, is a spot where visitors can enjoy a picnic and a refreshing swim in the Gorge's fresh water.



PRE & POST TOURING

Cape Hillsborough - share a beach sunrise with the wallabies. This spectacular coastal national park is made up of dramatic headlands, rainforests and nature walks.

Mackay Islands - stay on Keswick Island. Pristine beaches, virgin forests and vibrant coral. This well-kept secret island houses some beautiful accommodation with spectacular views. No day trips available.

FURTHER AFIELD...

Proserpine - (125km drive from the CBD) Day tours are available with visits to the Whitsunday Gold Coffee Plantation for morning tea, and a shopping afternoon at the quirky "Color Me Crazy" gift shop. .

Airlie Beach, The Whitsundays - (125km drive from the CBD) The Whitsundays is a world renowned holiday destination, with Whitsunday icons like the Great Barrier Reef, Heart Reef and Whitehaven Beach at the top of millions of bucket lists the world around. Airlie Beach is the hub of the Whitsundays region, being the largest town on the Whitsunday Coast, almost entirely focused on tourism.

The Mining Trail and Serenity Coast - Be inspired by the magic of The Mining Trail and splendour of the Serenity Coast that lie within the Mackay-Isaac region of Queensland. A tourist route less travelled, The Mining Trail follows the passage of coal from our mines in the Bowen Basin, to the place of export to our overseas customers. The trail spans some 300 kilometres along the Peak Downs Highway between Clermont, Moranbah, Dysart, Nebo, Mackay, Hay Point and Sarina.

For more activities in the Mackay Isaac Region [Click here](#)



EXHIBITORS GUIDE

FIRE DETECTION SYSTEMS

Due to the sensitive nature of the MECC's fire detection systems, exhibitors intending to use any heat producing device, or any device (grinders/frying pans) that may produce dust/steam/smoke etc., with the potential to place the fire detection system into alarm, will need to notify MECC staff no later than two weeks prior to the event to seek approval and determine an appropriate course of action.

TESTING AND TAGGING

All exhibitors need to be aware that any electrical equipment must be tested and tagged in date. Please note that each stand that requires electricity, will incur a cost in labour to install power to that site (\$64/hour) and a further \$39 per site, per day charge for the use of electricity.

WORKPLACE HEALTH AND SAFETY

A site induction PowerPoint presentation is available, please contact meccsalesandmarketing@mackay.qld.gov.au.

Housekeeping and Emergency Procedure Brief (SOUTH WING)

- All male and female amenities are located in the centre's foyer. Follow the way-finding signs displayed in the foyer to access toilets plus a parent room. Access to foyer amenities is via all hall and meeting room entry/exits.
- The centre is a smoke free zone. We request smokers utilise the butt bins provided. Smokers must move to a position at least 5 metres from any doorway or window.
- Should we need to evacuate the building during your event, the South Wing has only a one stage evacuate alarm. The fire system does NOT have an alert mode, it is to EVACUATE only.
- The designated assembly area for evacuation of the South Wing is the Rotunda in Jubilee Park. Patrons need to exit the South Wing as directed, proceed to the footpath on Alfred Street and proceed along the footpath to Jubilee Park, and congregate in the centre of the Park near the Rotunda.
- Event organisers should undertake a head count once assembled in the car park. All guests must wait until they are given the "all clear" to re-enter the MECC complex.
- Fire Extinguishers are located throughout the building and are clearly marked. Access to fire extinguisher cabinets must be kept clear at all times.
- A First Aid Kit is located in the Box Office. If first aid is required, please contact the Venue Supervisor immediately on 07 4961 9716.
- Anybody that requires any further assistance with any housekeeping or emergency issues can enquire at the centre's Box Office located in the Foyer.
- During your event, if there is any performance element, or dust/smoke/steam producing device which may impact on the MECC fire detection systems, please notify MECC staff immediately.
- Please be aware of the need to keep egress paths clear at

all times. No equipment is to be left in service corridors.

- Please note that the MECC is subject to an alternate fire solution which includes extended travel distances.

Housekeeping and Emergency Procedure Brief (NORTH WING)

- Toilet facilities are located on either side of the bar in the main foyer, at Doors 2, 3 and 4 and opposite The Lynette Denny Space.
- The centre is a smoke-free zone. We request smokers utilise the butt bins provided. Smokers must move to a position at least 5 metres from any doorway or window.
- Food and drink are permitted into the auditorium (with the exception of any glass).
- Should we need to evacuate the building during your event, the North Wing has only a one stage evacuate alarm. The fire system does NOT have an alert mode, it is to EVACUATE only.
- The designated assembly area for evacuation of the North Wing is the Macalister Street car park. Patrons need to exit the North Wing as directed, proceed to the car park.
- Event organisers should undertake a head count once assembled in the car park. All guests must wait until they are given the 'all clear' to re-enter the MECC complex.
- Exits are located at The Lynette Denny Space, main entrance, glass doors facing the Jubilee Community Centre, Gordon Street and Macalister Street. All exit pathways are clearly marked with green exit lights at all times. Emergency lighting will automatically turn on in the event of a power loss.
- Fire Extinguishers are located throughout the building and are clearly marked. Access to fire extinguisher cabinets must be kept clear at all times.
- A First Aid Kit is located in the Box Office. If first aid is required, please contact the Venue Supervisor immediately.
- Anybody that requires any further assistance with any housekeeping or emergency issues can enquire at the centre's Box Office located in the foyer.
- During your event, if there is any performance element, or dust/smoke/steam producing device which may impact on the MECC fire detection systems, please notify MECC staff immediately.
- Please be aware of the need to keep egress paths clear at all times. No equipment is to be left in service corridors.
- Please note that the Mackay Entertainment and Convention Centre is subject to an alternate fire solution which includes extended travel distances.

EXHIBITOR INFORMATION + REQUIREMENTS

The MECC Exhibitor Information and Requirements form can be found online at themecc.com.au.

FOOD PREPARATION/SAMPLING

The MECC retains the right to provide all catering. No food or beverage may be brought into the premises. Approval is required for samples at exhibitions, please contact: meccsalesandmarketing@mackay.qld.gov.au.

Where permission for sampling has been granted, it is the responsibility of the hirer to ensure each exhibitor is aware of the following information:

- Where potentially hazardous, unpackaged food is prepared off-site by the licensed vendor and provided to the public, it may be necessary to ensure that your food license allows you to undertake this activity.
- The food operator must handle this food in accordance with the food standards code. This includes, but not limited to; hand wash facilities must be provided and used, food must be maintained at appropriate temperatures and food must be protected from likelihood of contamination at all times.

Where food is being prepared by exhibitors, the following guidelines apply in addition to submitting a *Temporary Food Stall - Commercial form* to Mackay Regional Council.

If food is being prepared by an exhibitor/stallholder, and that food is intended to be offered as samples to visiting public, the site must be compliant with the following for the duration of the event:

- Exhibitor to investigate the hire of commercial refrigeration freezer space (liaise with MECC on allocation of parking/ placement).
- Temporary refrigeration *may* be available in the MECC service corridor (3 door walk-in cold room) for temporary storage on the day of the event.
- Exhibitor must have constant supply of warm running water for hand washing facilities and, where required, utensil wash facilities. This requires a 20 litre drum with lid and a tap that can be topped up with warm water throughout the duration of the event. Antibacterial liquid soap and single-use paper towels are also required at each hand wash station. Gloves for food handling are also required.
- There is access to hot/warm water available in the service corridors of the MECC. Exhibitor is required to have means of transporting same. It is not acceptable for the 20 litre drum to be filled directly from the hot water point and brought back to the stall as the hand wash facility has to be available at all times at each stall. A jug is suggested.
- Flooring will need to be covered with a tarpaulin or similar non-absorbent covering.

- MECC does not supply gas. If required, it is for external use only and exhibitors will need to contact the centre to obtain approval for its use.
- All appliances brought onto the premises must be tested and tagged in date.
- MECC is unable to provide cooking implements for your usage, and provision of cooking implements must be managed by the client and exhibitors.

For more information about complying with food legislation, contact council's Health and Regulatory Services team on 1300 MACKAY (622 529) or council@mackay.qld.gov.au.

INFORMATION SESSION

Any event that has six or more food stalls preparing food, must have at least one representative of the food stall (who is also present on the day of the event), attend a food safety information session. If the food stall holder does not attend the food safety information session, they will not be permitted to attend/trade.

TEMPORARY FOOD PERMIT (NOT-FOR-PROFIT)

If the vendor is a non-profit organisation, a notification of the food event is required. This is not a permit as non-profit organisations are not required to have a permit unless they provide 12 or more sit down meals per annum. There is no fee for this notification.

Council requires this form to be submitted as per above.

Council can provide advice and can inspect for compliance with the food standards code. A guide attached to the form outlines some of the requirements you must comply with when running your food stall/event.

Where there is a large food event, the event organisers may require an approval subject to the individual approvals. The specifics on whether your event would require a large food event approval, can be discussed with an Environmental Health Officer on 1300 MACKAY (622 529) or email council@mackay.qld.gov.au.

You may be asked to provide the following supporting information with the application or proposal for the large food event at the MECC:

- List of all suppliers (trading name, contact details, contact person on the day of the event);
- List of food that will be prepared for giveaway/sale by each supplier at the event;
- Floor plan of how and where each food stall will be located and;
- Details of how each food stall will be set up in relation to the guidelines.

EXHIBITORS GUIDE

EXHIBITOR INFORMATION + REQUIREMENTS

EVENT NAME:

DATE:

EXHIBITOR NAME:

CONTACT NAME:

CONTACT NUMBER:

BOOTH NUMBER (If known):

FREIGHT BEING DELIVERED:

ITEM	Yes/No	QUANTITY
Internet		Free Wifi/internet NBN Broadband up to 100down/40up
Power to Booth - POA		
Square cafe table (760mm x 760mm)		
Round cafe table (760mm diameter)		
8ft table (2400mm x 760mm)		
6ft table (1830mm x 615mm)		
Chairs (black, padded)		
Tablecloths (linen), (black or white) - POA		
Laptop - POA		
50" Display TV - POA		
Dividers (7.2m x 1.8m) - POA		
Mobile Dividers (1.8m x 1.8m) expandable - POA		
Storage - POA		
Forklift - POA		Forkklift Hire + Driver + Spotter

NOTES:

DELIVERY SLIP

DELIVER TO:

**Mackay Entertainment
& Convention Centre (MECC)**

**Via Dock Door
Macalister Street
MACKAY, QLD, 4740**

FROM: _____

Company: _____

Event name: _____

Exhibit number: _____

Contact name: _____

Phone number: _____

Package number: _____ of _____

Delivery date and time: _____

PHOTOCOPY ONE FORM PER CARTON / PACKAGE

Please note the following Terms & Conditions:

1. Deliveries must be pre-registered by your event coordinator
2. No deliveries will be accepted any earlier than 2 working days prior to your event
3. Whilst MECC staff can sign for goods received, the centre accepts no responsibility for their condition on arrival
4. Pick-up must be arranged within 1 working day post event or storage fees will be charged.
Please check your bump-out date and times with your event coordinator
5. Outgoing goods must have the appropriate consignment notes attached or freight cannot be released
6. All goods not picked up within 48 hours will be disposed of
7. Failure to abide by the terms & conditions above will absolve The MECC of all responsibility for your freight

EXHIBITOR CHECKLIST (FOR THE SAFETY AND COMFORT OF ALL EXHIBITORS)

- The loading dock/service courtyard at the rear of the MECC off Macalister Street is to be kept clear at all times. This area is NOT to be utilised by exhibitors to congregate or to park cars.
- Entry to the building is through the back stage entrance (via the service courtyard at the rear of the MECC off Macalister Street).
- No equipment, fittings or materials may be placed in any aisle way or in such a position that obstructs or restricts the access to any designated exit or fire fighting equipment.
- Booths, props, display equipment need to be of sound structural integrity (if are unsure please contact the MECC Production Coordinator).
- Any property remaining in the centre following an event needs to be picked up within 48 hours or they will be disposed of.
- Any electrical equipment being brought onto the premises needs to have been tested and tagged
- The Centre retains the right to provide all catering. No food or beverage may be brought onto the premises.
- No Alcohol is to be consumed backstage or in the Service Courtyard.
- Any signage needs to be adhered to walls with blue-tac only. No sticky tape or pins.
- Lost property will be managed by the box office in the convention centre.
- All exhibitors must wear fully enclosed shoes.
- It is recommended that you bring your own portable trolleys for ferrying boxes/equipment as use of the MECC elevated work platforms or forklift by exhibitors is prohibited.
- All site requirements need to be identified via your event organiser and communicated to MECC production team prior to 2 weeks prior to your event.
- Any deliveries to the centre will only be accepted in the 48hour prior to event date. (A delivery label is available in our Exhibitor Guide online)
- Children must be supervised at all times.

Other information: More details about attending events at the MECC is available online at: themecc.com.au/venue/visiting

Production Services Team: Bump in, bump out, event layout, technical services incl. hire, lighting and rigging

Ph: 4961 9772 or email: production@mackay.qld.gov.au



BREAKFAST

CONTINENTAL BREAKFAST | \$32 PP

- > Selection of pastries (V)
- > Seasonal fresh fruit (GF, DF, V)
- > Brookefarm granola with natural yoghurt, toasted coconut & berries (GF, V)
- > Fresh seasonal juice
- > Freshly brewed tea & coffee

ADDITIONAL ITEMS | \$9 PP

- > Bagel with smoked salmon, cream cheese, Spanish onion & capers (I)
- > Bacon & egg English muffin with BBQ sauce
- > Scrambled eggs, chorizo, smoked ham, roasted capsicum, cheese and chipotle mayo wrap
- > Vegetarian sweet potato rosti with wilted spinach, grilled mushrooms & homemade tomato relish (GF, DF, V)
- > Mini ham & cheese croissant

BREAKFAST BOX | \$30 PP

- > Seasonal fresh fruit (GF, DF, V)
- > Breakfast frittata with ham, mushrooms, manchego & spinach (GF)
- > Chef's selection pastry
- > Brookfarm granola with natural yoghurt, toasted coconut & berries (GF, V)
- > Bottled water
- > Add bulk tea & coffee
20 cups \$62 | additional serves \$3 per cup

SIT DOWN PLATED | \$45PP (includes freshly brewed tea & coffee)

Pre-set on table

- > Brookfarm granola with natural yogurt, toasted coconut & berries (GF, V)
- > Seasonal fresh fruit (GF, DF, V)
- > Assortment of pastries (V, GFO)

Choose one hot item

Alternate service fee of \$4.50 per person applies to hot items

- > Toasted sourdough with smashed avocado, slow roasted tomato, poached egg, marinated fetta & Silent Grove Organics micro herbs (V)
- > 15th century eggs, poached eggs with Moorish spice, burnt butter, kale chips, labneh & naan (GF, V)
- > Buttermilk pancakes with whipped cinnamon butter, maple syrup & seasonal berries (V)
- > Potato rosti, pulled pork, apple slaw, poached egg, Silent Grove Organics micro herbs & hollandaise (GF)

(GF) Gluten Free (GFO) Gluten Free Option (DF) Dairy Free (V) Vegetarian

Seafood origin (A) Australian (I) Imported (M) Mixed





MORNING & AFTERNOON TEA

MORNING/AFTERNOON TEA | \$5.60 PP | 30 MINUTE SERVICE DURATION

- > Juice, water, soft drink - charge on consumption
- > Bulk juice station
20 cups \$62 | additional serves \$3 per cup
- > Bulk tea and coffee station
20 cups \$62 | additional serves \$3 per cup

ADDITIONAL ITEMS | \$5 EACH

- > Assortment of savoury scones
- > Lemonade scones with berry compote & whipped cream (V)
- > Assorted Danish pastries (GF)
- > Friand (GF)
- > Individual mixed fruit portions (GF, DF, V)
- > House made sausage roll
- > Mini beef pie
- > Mini bacon and egg pie with house made relish
- > Corn fritter with smoked salmon, whipped cream cheese & chives (GFO, I)
- > Smoked ham & cheddar brioche roll with house made relish
- > Sweet selection

HIGH TEA | \$45PP (MAXIMUM NUMBERS 100 PAX)

- > Savoury treats
- > Ribbon sandwiches
- > Freshly baked scones
- > Petit desserts
- > Tea selection

(GF) Gluten Free (GFO) Gluten Free Option (DF) Dairy Free (V) Vegetarian

Seafood origin (A) Australian (I) Imported (M) Mixed

Our menu contains allergens and is prepared in a kitchen that handles nuts, shellfish, and gluten. Whilst all reasonable efforts are taken to accommodate guest dietary needs, we cannot guarantee that our food will be allergen free.





LUNCH

Lunch Buffet - Salads, Hot & Cold Selections & Sandwiches

LUNCH BUFFET STAND UP | \$46.30PP | 1 HOUR SERVICE DURATION

3 SALADS, 1 COLD DISH, 2 HOT DISHES, BULK TEA & COFFEE STATION AND BULK JUICE STATION*

**Juice, water and soft drinks charged on consumption*

SALADS

- > Classic Waldorf, cos lettuce, grapes, celery, green apple & walnuts with lemon mayonnaise dressing (gf, df, v)
- > Fattoush salad with spiced vinaigrette (DF, V)
- > Pearl couscous, grilled zucchini, fetta & mint with French dressing (V)
- > Green bean salad, red capsicum, spring onion, lemon with garlic & caper dressing (GF, DF, V)
- > Watermelon, cucumber, fetta & mint (GF, V)
- > Brown rice, cranberry, crushed pistachio, cucumber, dill & coriander with lemon dressing (GF, DF, V)
- > Roast potato, maple bacon, Spanish onion & chives with ranch dressing (GF)

COLD SELECTIONS

- > Poached chicken, cherry tomatoes, basil pesto, bocconcini & penne pasta
- > Farro, sumac spiced pumpkin, spinach, maple bacon, chopped almonds, pumpkin seeds, goat cheese & blistered cherry tomatoes with herbed vinaigrette
- > Chargrilled chicken, tri colour quinoa, corn, capsicum, cucumber, parsley, Spanish onion & marinated fetta with French dressing (GF)
- > Potato salad with Chaat masala, tamarind & yoghurt with coriander chutney (GF, V)

SANDWICHES, & WRAPS | UPGRADE COLD OPTION TO A SELECTION FOR \$3.70PP

- > Roast beef, tomato, caramelised onions & rocket with seeded mayonnaise sandwich
- > Classic curried egg with alfalfa sandwich (V)
- > Poached chicken & chives with creamy mayonnaise sandwich
- > Smoked ham, cheddar & tomato with dijon mustard sandwich
- > Reuben, pastrami, sauerkraut & swiss cheese with thousand island dressing sandwich
- > Chilli lime prawns with mango salsa & iceberg wrap (I)
- > Chicken Ceasar wrap
- > Mediterranean grilled vegetables, hummus & spinach wrap (V)
- > Grilled pumpkin, zucchini, rocket & semi dried tomatoes with basil mayonnaise wrap (V)
- > Poached chicken, bacon & oak lettuce with mayonnaise wrap

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Seafood origin (A) Australian (I) Imported (M) Mixed



LUNCH

Stand Up Lunch - Hot Selections & Desserts

**LUNCH BUFFET STAND UP | \$45.80PP | 1 HOUR SERVICE DURATION
3 SALADS, 1 COLD DISH, 2 HOT DISHES, BULK TEA & COFFEE STATION AND BULK JUICE
STATION***

**Juice, water and soft drinks charged on consumption*

HOT SELECTIONS

- > Hungarian Goulash with Paris mash (GF)
- > Humpty Doo barramundi with coconut milk, ginger, Asian greens & steamed rice (GF, DF, A)
- > Rigatoni with Italian sausage, garlic, broccoli & E.V.O.O
- > Creamy cauliflower with pea penne (V)
- > Traditional butter chicken with jasmine rice & pappadum (GF)
- > Massaman beef curry with coconut rice (GF, DF)
- > Sri Lankan eggplant curry with naan bread (GF, DF, V)
- > Oven baked pork belly bites, rice noodles, coriander, mint & pickled carrot with nuoc cham dressing (GF, DF)

DESSERTS | UPGRADE TO INCLUDE 1 SELECTION \$7.30PP

- > Atlantic beach pie bars (V)
- > Seasonal fruit (GF, DF, V)
- > Whipped berry tart with double cream (V)
- > Individual tiramisu (V)
- > Assorted loaded cookies (I)

Food can make or break an event - no matter the size! From a corporate meeting, to a large-scale gala to a relaxed team session - we work with you to create a menu that supports and enhances your event. With the largest commercial kitchen in Mackay and our Executive Chef, you're in the region's best hands.

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LUNCH

Lunch On The Go & Break On The Go

LUNCH ON THE GO | 26.80PP

1 SANDWICH, 1 SALAD, 1 BOTTLE OF WATER & SEASONAL FRUIT

SANDWICHES

- > Roast beef, tomato, caramelised onions & rocket with seeded mayonnaise
- > Classic curried egg with alfalfa (V)
- > Poached chicken & chives with creamy mayonnaise
- > Smoked ham, cheddar & tomato with dijon mustard
- > Reuben, pastrami, sauerkraut & swiss cheese with thousand island dressing
- > Grilled pumpkin, zucchini, rocket & semi dried tomatoes with basil mayonnaise (V)
- > Poached chicken, bacon & oak lettuce with mayonnaise



SALADS

- > Classic Waldorf, cos lettuce, grapes, celery, green apple & walnuts with lemon mayonnaise dressing (GF, DF, V)
- > Fattoush salad with spiced vinaigrette (DF, V)
- > Pearl couscous, grilled zucchini, fetta & mint with French dressing (V)
- > Green bean salad, red capsicum, spring onion, lemon, garlic & caper dressing (GF, DF, V)
- > Watermelon, cucumber, fetta & mint (GF, V)
- > Brown rice, cranberry, crushed pistachio, cucumber, dill, coriander & lemon dressing (GF, DF, V)
- > Roast potato, maple bacon, Spanish onion & chives with ranch dressing (GF)

ADDITIONAL SWEET OR SNACK \$5.5- PER ITEM

SWEET

- > Brookie slice
- > Carrot cake

SNACK

- > Corn chips, guacamole & cheese
- > Rice cracker mix / nuts
- > Grain waves

BREAK ON THE GO | \$14.50PP

- > One item per guest (option to select 2 items – additional charge of \$5.50 applies per second item)
- > Bottled water or juice
- > Selection of whole seasonal fruit

SWEET

- > Assorted muffin
- > Brookie slice
- > Carrot cake

SNACK

- > Corn chips, guacamole & cheese
- > Mixed rice crackers
- > Grain waves
- > Red Rock deli chips
- > Porky bits



LUNCH & DINNER

Sit Down Plated Lunch & Dinner

1 COURSE | MAIN ONLY | \$46.25 PP

2 COURSE | ENTRÉE + MAIN | \$82.95 PP

2 COURSE | MAIN + DESSERT | \$82.95PP

3 COURSE | ENTRÉE + MAIN + DESSERT | \$96.60 PP

Add bulk coffee & tea station - 20 cups \$62 | additional serves \$3 per cup

ENTRÉES

- > Beef cheek cigar with chimichurri & seasonal remoulade
- > Prawns, green paw paw salad, peanuts, bean shoots, carrot, cucumber & mint with nuoc cham dressing (GF, DF)
- > Master stock poached chicken, coriander, Vietnamese mint, cabbage, onion & carrot with Thai dressing (GF, DF)
- > Whipped goats cheese, artichoke, confit heirloom tomato & garlic tart with basil oil (GFO, DF, V)
- > Beef carpaccio, parmesan, capers & Silent Grove Organics with horseradish cream (GF, DF)
- > Tuna tataki, Davidson plum pearls & seaweed salad with miso dressing (I)

MAINS

- > Pan seared Humpty Doo barramundi, powdered carrot peel, carrot puree & Silent Grove Organics micro herbs with basil oil (GF, DF, A)
- > Grass fed Emerald Valley sous vide spiced lamb shoulder rack & ratatouille with mint gel (GF, DF)
- > Chicken supreme, mushroom, bacon, chives, potato rosti & wilted spinach with chicken jus (GF, DF)
- > Oven roasted duck breast, braised cabbage, potato pave & orange gel with thyme jus (GF)
- > Potato fondant & grilled portobello mushroom with chimichurri (GF, V)
- > Oven baked marinated chicken breast, smashed potatoes & savoy cabbage with romesco (GF, DF)
- > Barkers Creek King Rib pork cutlet, piquillo pepper sauce, pommes anna, sauteed green beans
- > Chargrilled 100 day grain fed Arlo eye fillet, potato gratin & braised leek with red wine jus (GF) **(add \$4PP)**

DESSERT

- > Berry delight, strawberry mousse tart (GFO, V)
- > Coffee & hazelnut praline sponge (GF, V)
- > Passionfruit & banana tart with Malibu crème (V)
- > Black forest cake (V)
- > No bake chocolate & pistachio cake (GF,)
- > Individual cheese selection, fruit & crackers (V)

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DINNER

Buffet Dinner Menu

BUFFET DINNER OPTIONS

RELAXED COMFORT | \$73 PP

- > Roasted pumpkin soup with sour cream & chives
- > Seeded mustard crust roast beef with red wine jus
- > Peri peri chicken with rocket salad
- > Steamed mixed vegetables
- > Roasted potato and pumpkin with garlic & rosemary oil
- > Assortment of fresh salads and condiments
- > Chef's dessert selection
- > Bread rolls
- > Fresh seasonal fruits

CARVERY FAVOURITES | \$79 PP

- > Roasted lamb shoulder with salsa verde
- > Roasted pork leg
- > Confit garlic & rosemary chicken breast with romesco
- > Seasonal roasted vegetables
- > Paris mash
- > Selection of salads
- > Bread rolls
- > Chef's dessert selection
- > Fresh seasonal fruits



(Dietaries available upon request)

CANAPÉS

CREATE YOUR OWN COCKTAIL MENU

3 ITEMS | \$21.70 PP

5 ITEMS | \$33.30 PP

7 ITEMS | \$46.70 PP

12 ITEMS | \$75.50 PP (equivalent to full meal replacement)

COLD CANAPÉS

- > Tuna tataki, ponzu pearls & nori with sesame water (DF, I)
- > Scallop ceviché, avocado & toasted corn (GF, DF, I)
- > Roasted vegetable tart with whipped goats cheese & caramelised onion (GFO, DF, V)
- > Spanish potato tortilla with romesco (GF, DF, V)
- > Corn fritter, smoked salmon, cream cheese, capers & dill (I)
- > Peking duck, pickled cucumber & hoisin (GF, DF)



HOT CANAPÉS

- > Lamb kofta with raita (GF, DF)
- > Mac n' cheese croquettes with herb mayonnaise (V)
- > 12 hour cooked pork belly bites with green paw paw salad (GF, DF)
- > Thai chicken cake with confit green onion (GF, DF)
- > Chicken pinchos with chimichurri (GF, DF)
- > Chicken dim sim with tom yum broth
- > Rodriguez Brother's chorizo tostada with romesco (DF)



DESSERT CANAPÉS

- > Chocolate and hazelnut tart with gold hazelnuts (V)
- > Crème patisserie filled profiterole with chocolate craquelin (V)
- > Passionfruit & white chocolate cheesecake (V)
- > Tiramisu (V)



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PLATTERS



FRUIT PLATTER

Seasonal selection of sliced fresh fruit (gf, df, v)

Small | Serves 8-10 | \$90

Medium | Serves 15-18 | \$155

Large | Serves 20-25 | \$220



HOT FINGER FOOD PLATTER

Chef's selection of hot finger foods

Small | Serves 8-10 | \$165

Medium | Serves 15-18 | \$230

Large | Serves 20-25 | \$295



SANDWICH PLATTER

Refer to buffet lunch menu (page 5) and select 3 sandwiches

Small | Serves 8-10 | \$147

Medium | Serves 15-18 | \$210

Large | Serves 20-25 | \$275



CHEESE PLATTER

A variety of cheeses paired with seasonal fruit and crackers

Small | Serves 8-10 | \$175

Medium | Serves 15-18 | \$240

Large | Serves 20-25 | \$305



WRAP PLATTER

Refer to buffet lunch menu (page 5) and select 3 wraps

Small | Serves 8-10 | \$152

Medium | Serves 15-18 | \$215

Large | Serves 20-25 | \$280



CHARCUTERIE PLATTER

Selection of cured meats, pickles, chutney and crusty bread

Small | Serves 8-10 | \$195

Medium | Serves 15-18 | \$260

Large | Serves 20-25 | \$325



BEVERAGES

OPTION ONE | EVENT PACKAGES

STANDARD | POA

A pre-poured drink on arrival from a selection of house wines and sparkling, beers, soft drinks and juice. One bottle of red and white house wine per table of 10.

PREMIUM | POA

1-hour pre-drinks from a selection of house wines and sparkling, beers, soft drinks and juice. One bottle of red and white house wine per table of 10.

OPTION TWO | CHARGE ON CONSUMPTION

Host pays for drinks on consumption, this applies to bottled water station, juice station, soft drinks, and bar service. Bar tab available upon request.

OPTION THREE | CASH BAR

Guests pay for their own drinks, minimum consumption surcharge may apply.

Availability of beverage packages will be evaluated on an event by event basis at MECC discretion.

BEVERAGES

	GLASS	BOTTLE	
SPARKLING			
> Frankie Sparkling Dal Zotto Pucino* South East Australia	POA	POA	BEERS
> Dal Zotto Pucino Prosecco King Valley, Victoria	POA	POA	
WHITE VARIETALS			
> Dead Man Walking Riesling Clare Valley, South Australia	POA	POA	> Heineken Zero
> Full Swing Moscato South East Australia	POA	POA	> XXXX Gold
SAUVIGNON BLANC			
> Totara Sauvignon Blanc* Marlborough, New Zealand	POA	POA	> Great Northern Original
CHARDONNAY			
> Cloud St Chardonnay* Victoria, Australia	POA	POA	> Great Northern Mid Strength
> Amelia Park Trellis Chardonnay Margaret River, Western Australia	POA	POA	> Corona
SHIRAZ			
> Bruno Shiraz South East Australia	POA	POA	> Brookvale Union Ginger
> Two Hands Shiraz McLaren Vale, South Australia	POA	POA	> James Squires 150 Lashes Pale Ale
RED VARIETALS			
> 42 Degrees South Pinot Noir Tasmania, Australia	POA	POA	> Stone and Wood Pacific Ale
> Alta Pinot Noir* Victoria, Australia	POA	POA	
> Alkoomi Black Label Cabernet Sauvignon Frankland River, Western Australia	POA	POA	
RTD (READY TO DRINK)			
> Tanqueray Gin & Tonic			
> Jim Beam & Cola			
> Bundaberg Rum & Cola			
> Canadian Club & Cola			
> Canadian Club & Dry			
> Smirnoff Ice			
> White Claw			
NON-ALCOHOLIC			
> Orange Juice			
> Apple Juice			
> Bottled Water			
> Soft Drink			
> Ginger Beer			
> Tonic Water			
> Lemon, Lime + Bitters			
> Bundaberg Ginger Beer			

* House Wine | Beverages may vary depending on availability



Celebrating local.

As the largest purpose-built convention and banqueting facility between Cairns and Brisbane, the MECC in-house catering team takes pride in providing premium, high-quality and fresh local food and beverage products, that are grown, raised, caught and made in our region.

Our menu showcases the best of Australia's and locally sourced produce. Supporting local farmers and growers to bring fresh, sustainable ingredients to your plate. Every dish is crafted with respect for where it comes from and pride in keeping it local.

With a diversity of rainfall and temperature in different parts of our region, the Greater Whitsunday region boasts a broad range of agricultural production.

This allows production of world-class beef, grains, sugar, seafood, aquaculture, fruit and vegetables all within the same region.

We proudly support and use the following local producers and suppliers for our goods and ingredients that go into our dishes:

- > Barkers Creek Pork – Kingaroy
- > Silent Grove Organics – Mt Ossa
- > Mungalli Creek Dairy – Millaa Millaa
- > Arlo Beef – Northern Queensland

We also use trusted Australian produce and suppliers, including:

- > Emerald Valley Lamb – Goldfields, Western Victoria
- > Humpty Doo Barramundi – Northern Territory



FEES & CHARGES 25-26

CONFERENCES, EXPOS, MEETINGS & FUNCTIONS

MECC caters to private, commercial and not-for-profit organisations. The following table reflects the fees and charges associated for each. We are sure that you will find our rates competitive and in line with other regional cities and industry standards. Please contact the centre's Business Development Team to obtain a comprehensive quote tailor made to suit your function requirements.

Please contact the centre's Business Development Team:

Phone: +61 7 4961 9700 or email: mecc@mackay.qld.gov.au

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
ENTIRE CENTRE			
Entire MECC Complex Exclusive Use (Nth & Sth Wings)	Day or evening	POA	POA
SOUTH WING			
Convention Centre - Exclusive Use (Plenary Halls 1 & 2, Meeting Rooms 1-4 & Registration Desk)	Day OR evening	\$6538.00	\$6058.00
	Day AND evening	\$9812.00	\$9330.00
Plenary Hall '1' or '2'	Day OR evening	\$2854.00	\$2376.00
	Day AND evening	\$3995.00	\$3516.00
Plenary Hall '1' and '2'	Day OR evening	\$4534.00	\$4055.00
	Day AND evening	\$7649.00	\$7173.00
Meeting Room 1, 2, 3 or 4 Individual	Minimum 4hr hire <i>Pro-rata fee applies after 4 hours</i>	\$483.00 per room \$122.00/hr	\$435.00 per room \$109.00/hr
Meeting Rooms 1, 2, 3 & 4 Combined	Minimum 4hr hire <i>Pro-rata fee applies after 4 hours</i>	\$1932.00/4hrs \$488.00/hr	\$1740.00/4hrs \$436.00/hr
Meeting Room 1 & 2 Combined	Minimum 4hr hire <i>Pro-rata fee applies after 4 hours</i>	\$966.00/4hrs \$244.00/hr	\$870.00/4hrs \$218.00/hr
	Day OR evening	\$1442.00	\$1442.00
Meeting Room 3 & 4 Combined	Minimum 4hr hire <i>Pro-rata fee applies after 4 hours</i>	\$966.00/4hrs \$244.00/hr	\$870.00/4hrs \$218.00/hr
	Day OR evening	\$1442.00	\$1442.00
NORTH WING			
North Wing - Exclusive Use (Auditorium, Nth Foyer & LD Space)	Day AND evening	\$3215.00	\$2711.00
Auditorium - as meeting venue	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$725.00/4hrs \$182.00/hr	\$675.00/4hrs \$169.00/hr
North Foyer	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$603.00/4 hrs \$153.00/hr	\$483.00/4 hrs \$109.00/hr
	Day AND evening	\$2015.00	\$1813.00
Lynette Denny Space	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$482.00/4 hrs \$121.00/hr	\$435.00/4 hrs \$109.00/hr

*Not-for-profit rate available to incorporated not-for-profit groups who can demonstrate a need for council support.

Groups must be based within the Mackay region. Proof of incorporation and certified profit and loss statement must be provided.

NOTE: Fees and Charges are reviewed annually. Bookings held after 1 July will need to allow for an approximate 5% increase in charges.

FEES & CHARGES 25-26

CONFERENCES, EXPOS, MEETINGS & FUNCTIONS - CONTINUED

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
North Mezzanine with Outdoor Terrace	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$483.00/4 hrs \$121.00/hr	\$435.00/4 hrs \$109.00/hr
South Mezzanine with Outdoor Terrace	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$483.00/4 hrs \$121.00/hr	\$435.00/4 hrs \$109.00/hr
OTHER			
Bump In - Hold Rate	Per day rate (8 hours)	\$1567.00	\$1326.00
Room Reset Fee	<i>Applies to late changes to room layout</i>	POA (from \$250.00)	POA (from \$250.00)

PERFORMING ARTS VENUE HIRE RATES

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
SOUTH WING - PERFORMANCES			
As per rates for meetings OR 10% of gross Box Office - whichever is greater			
NORTH WING - PERFORMANCES			
Auditorium	Per performance (5hr hire) <i>Pro-rata fees apply after 5 hours</i>	\$1622.00 \$194.00	\$1141.00 \$194.00
North Foyer	Per performance (5hr hire) <i>Pro-rata fees apply after 5 hours</i>	\$603.00 \$122.00/hr OR 10% of gross Box Office - whichever is greater	\$483.00 \$98.00/hr OR 8% of gross Box Office - whichever is greater
Lynette Denny Space	Per performance (5hr hire) <i>Pro-rata fees apply after 5 hours</i>	\$483.00 \$98.00/hr OR 10% of gross Box Office - whichever is greater	\$423.00 \$85.00/hr OR 8% of gross Box Office - whichever is greater
Rehearsals (Auditorium)	Minimum 4hr hire <i>Pro-rata fees apply after 4 hours</i>	\$784.00 \$194.00/hr	\$784.00 \$194.00/hr
Rehearsals (North Foyer)	Minimum 4hr hire	\$122.00/hr	\$122.00/hr

FEES & CHARGES 25-26

CENTRE SERVICES AND EQUIPMENT

ITEM	DURATION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
STAFF CHARGES			
Venue Supervisor	6am - Midnight	Included in venue hire	Included in venue hire
	Midnight - 6am/hr	\$149.00	\$149.00
	Public Holiday/hr	\$149.00	\$149.00
Technical Staff	Per Technician/hr	\$75.00	\$75.00
	Public Holiday/hr	\$149.00	\$149.00
	Overtime/hr	\$149.00	\$149.00
	Midnight - 6am/hr	\$149.00	\$149.00
Front of House Staff/ Friends of the MECC (Doorkeepers & ushers)	Auditorium or Plenary Halls Per Performance Rate	\$1064.00	\$860.00
	North Foyer or Lynette Denny Space Per Performance Rate	\$236.00	\$236.00
	Catered Events, Meetings, Conferences, Trade Shows, Offsite Events etc	\$24.00 per person/hr	\$24.00 per person/hr
Catering Staff/ Offsite	Per staff member/hr	\$72.00 per person/hr	\$72.00 per person/hr
Registration Staff	Per staff member/hr	\$72.00	\$72.00
Cleaning <i>Includes standard 5-hour post-event cleaning, fees apply for additional cleaning requirements</i>	Per cleaner/hr	\$75.00	\$75.00
	Public holiday per cleaner/hr	\$150.00	\$150.00
Merchandise Seller	Per seller/hr	\$67.00	\$67.00
	Public holiday per seller/hr	\$149.00	\$149.00
Venue commission of 10% gross sales from merchandise and programs sold			
Ticket Seller/ Box Office Offsite	Per seller/hr	\$67.00	\$67.00
	Public holiday per seller/hr	\$144.00	\$144.00
Security	Monday - Friday (6am - 6pm) min 4hr	\$73.00 per person/hr	\$73.00 per person/hr
	Monday - Friday (6pm - 6am) min 4hr	\$75.00 per person/hr	\$75.00 per person/hr
	Saturday (Anytime) min 4hr	\$78.00 per person/hr	\$78.00 per person/hr
	Sunday (Anytime) min 4hr	\$88.00 per person/hr	\$88.00 per person/hr
	Public Holiday min 4hr	\$102.00 per person/hr	\$102.00 per person/hr

FEES & CHARGES 25-26

CENTRE SERVICES AND EQUIPMENT CONTINUED

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
TICKETING			
Event Creation	Refer to MECC Ticketing & Marketing Form	\$150.00	\$150.00
Booking Fee	Up to \$11.99 value per ticket	\$3.10	\$3.10
	Over \$12.00 - up to \$24.99 value per ticket	\$4.15	\$4.15
	Over \$25.00 - up to \$49.99 value per ticket	\$6.20	\$6.20
	Over \$50.00 value per ticket	\$6.70	\$6.70
3% Processing Fee Applies to Cash & Card Transactions			
First 10 complimentary tickets	1-10 tickets	No charge	No charge
For every complimentary ticket thereafter	10+ tickets	\$2.00	\$2.00
Telephone Transaction Fee		\$3.20	\$3.20
Postage Fee		POA	POA
INDUSTRY SERVICE FEE AS REQUIRED BY LIVE PERFORMANCE AUSTRALIA		VENUE SIZE	
		FEE PER PERFORMANCE (inc GST)	
Auditorium AAA - L (459 pax)	251 – 500	\$87.00	
Auditorium AAA – Z (1078 pax)	1001 - 1500	\$212.00	
North Foyer	0 – 250	\$43.00	
North Foyer (316 pax)	250 - 500	\$87.00	
Lynette Denny Space (100 pax)	0 – 250	\$43.00	
Plenary Halls	501 – 1000	\$129.00	
Plenary Halls (1307 pax)	1001 – 1500	\$212.00	
MERCHANDISE			
Venue Commission	Venue commission of 10% gross sales from merchandise and programs sold		
Merchandise Seller <i>Require 6 weeks notice prior to the event</i>	Per Seller/hr min 2h	\$67.00	\$67.00
	Public holiday per seller/hr min 2h	\$149.00	\$149.00
Tables		No Charge	No Charge
Table Cloths	Standard - Black linen *White Linen available on request	No Charge (when used for merchandise)	No Charge (when used for merchandise)
Chairs		No Charge	No Charge
Mobile Divider	Black/Standard 1.5m x 1.5m per item, per day	\$43.50 per item, per day	\$43.50 per item, per day
Expandable Divider	Black 7.5m 7.6m x 1.8m per item, per day	\$67.00 per item, per day	\$67.00 per item, per day

FEES & CHARGES 25-26

TECHNICAL EQUIPMENT AND SERVICES

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
AUDIO			
PA System	Plenary Halls 1 & 2 - Full PA System D & B Audiotechnik includes left, right, front fill and subs. Note: Infra Subs and side fill available (Does NOT include rigging fees)	\$1075.00	\$967.00
	Plenary Halls 1 or 2 - Half PA System D&B Audiotechnik includes left, right, front fill and subs (Does NOT include rigging fees)	\$453.00 does not inc rigging	\$407.00 does not inc rigging
	North Foyer PA System D&B Audiotechnik includes left, centre, right, front fill and subs (Includes rigging fees)	\$407.00 inc rigging	\$407.00 inc rigging
	Auditorium PA System D&B Audiotechnik left, centre, right, front fill and subs. Note: Infra Subs available (Does NOT include rigging fees)	\$453.00	\$407.00
	Floating PA System - D&B Audiotechnik (Does NOT include rigging fees)	\$283.00	\$283.00
	Portable PA System Electro-voice Includes speaker, sub and stand (Does NOT include rigging fees)	\$283.00	\$283.00
Monitor System	Full Package	\$784.00	\$784.00
	Half Package	\$393.00	\$393.00
Wireless in Ear Monitor		\$96.00 item/day	\$96.00 item/day
Microphones	Radio/wireless/headset/lapel/handheld	\$97.00 item/day	\$97.00 item/day
	Wired/corded	\$11.00 ea	\$11.00 ea
Lectern	Standard lectern (Does NOT include microphone)	\$57.00	\$57.00
Audio Monitor Console	Avid S6L - 24D	\$518.00/item/day	\$518.00/item/day
Ampifier	Bass Speaker Cabinet - Ampeg SVT15E 1x15	\$42.00/item/day	\$42.00/item/day
	Bass Speaker Cabinet -Ampeg SVT410HE 4x10	\$42.00/item/day	\$42.00/item/day
	Base Head - Ampeg SVTPROU	\$42.00/item/day	\$42.00/item/day
	Guitar - Fender Twin Reverb Combo	\$62.00/day	\$62.00/day
	Keyboard - Hartke KM200	\$42.00/day	\$42.00/day
Direct Injection Box	Keyboard/bass/e-drums/guitar	\$10.00 ea/day	\$10.00 ea/day

FEES & CHARGES 25-26

TECHNICAL EQUIPMENT AND SERVICES CONTINUED

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
AUDIO VISUAL			
AV Package #1 Plenary Hall 1 or 2	1x Flown Projector Screen, Data Projector, Laptop, Switcher/Vision Mixer	\$645.00/event	\$516.00/event
AV Package #2 Plenary Hall 2	2x Flown Projector Screen, Data Projector, Laptop, Switcher/Vision Mixer	\$1153.00/event	\$965.00/event
AV Package #3 Lynette Denny Space	1x Flown Projector Screen, Data Projector, Laptop, Switcher/Vision Mixer (PA not included)	\$226.00/event	\$194.00/event
AV Package #4 Auditorium	1x Flown Projector Screen, Data Projector, Laptop, Switcher/Vision Mixer (PA not included)	\$623.00/event	\$499.00/event
AV Package #5 North Foyer	1x Flown Projector Screen, Data Projector, Laptop, Switcher/Vision Mixer (PA not included)	\$397.00/event	\$317.00/event
Dedicated Phone Line (plus programming)	Per Line Per Day (Plus Programming) Does NOT include STD/Overseas Calls	\$290.00 ea	\$290.00 ea
Philips 50" Q-Line Display Screen	Road case	\$62.00/item/day	\$62.00/item/day
Wireless SDI Video Transmitter	Per item, per day	\$88.00/item/day	\$88.00/item/day
Laptop	Laptop used for Trade Exhibitors only	\$92.00/item/day	\$92.00/item/day
Wireless Internet	Free Wifi/Internet NBN Broadband up to 100 Download/40 Upload	No Charge	No Charge
Live Stream/ Camera Package		\$679.00	\$679.00
Additional Camera	P200 NDI PTZ Camera (Birdog)	\$114.00 ea	\$114.00 ea
Teleconference Hire Equipment		POA	POA
LIGHTING / ELECTRICITY			
Lighting Package 1	6 x Robe Forte & 6 x Robe Spiiders	\$874.00	\$874.00
Lighting Package 2	4 x Atomic Strobes & 4 x Strike Blinders	\$219.00	\$219.00
Small Moving Lights	LED BEAM 150/ Robe 600 LEDWASH/ ROBIN SPIIDER	\$86.00 ea	\$86.00 ea
Large Moving Lights	Robin DL7F/ DL7S/ Pointe/ Forte/ DLX	\$114.00 ea	\$114.00 ea
Black Light	UV400 UV Cannon	\$62.00	\$62.00
Astera AX1 Light Tube	Battery Light, Package of 8	\$114.00/pk 8	\$114.00/pk 8
Astera Pixel Brick	Battery Light, Package of 8	\$114.00/pk 8	\$114.00 /pk 8
Arkaos Media Master PRO	Includes Basic Media Content	\$114.00/event	\$114.00/event
LED Strobe - Atomic 3000		\$36.00 ea	\$36.00 ea
Audience Blinder	Chauvet Strike 4	\$36.00 ea	\$36.00 ea
Followspot (Operator not included)	Robe BMFL Followspot & Base Station	\$219.00/day	\$219.00/day
Star Cloth - Black LED Curtain	18m wide x 8.5m high (Includes rigging fee)	\$869.00	\$869.00
Smoke / Haze Special FX	Require a dedicated Fire Warden - Hourly Rate Applies	POA	POA
Hazer Kit	MDG Hazer (Includes fluid & CO2)	\$171.00/day	\$171.00/day

FEES & CHARGES 25-26

TECHNICAL EQUIPMENT AND SERVICES - CONTINUED

LIGHTING / ELECTRICITY (CONTINUED)			
Fogger	MDG Low Fogger (Includes fluid)	\$171.00/day	\$171.00/day
CO2 Bottles	Low Fogger (1 bottle lasts 17 mins)	\$64.00/bottle	\$64.00/bottle
Smoke Machine	JEM ZR44	\$90.00 ea	\$90.00 ea
Confetti Cannon	R5 Twin Output Confetti Cartridge Launcher	\$72.00/day	\$72.00/day
	Cartridge Custom Colour or Multicolour	POA	POA
Stage Electricity		No Charge	No Charge
Electricity Standard 10 Amp	Standard 10 Amp - per site/per day	\$26.00/day	\$26.00/day
	10 Amp Power Board - 4 Socket	\$2.00 ea	\$2.00 ea
	10 Amp Power Lead	\$2.00 ea	\$2.00 ea
Electricity 3 Phase	3 Phase - per site/per day	\$114.00/day	\$114.00/day
	3 Phase Power Distribution	\$75.00/day	\$75.00/day
	3 Phase Power Cable	\$25.00ea	\$25.00ea
STAGING			
Carpet	Red 13m x 1m wide (Includes labour)	\$125.00	\$125.00
	Red 26m x 1m wide (Includes labour)	\$250.00	\$250.00
	Blue 30m x 2m wide (Includes labour)	\$250.00	\$250.00
Mirror Ball	36 inch	\$26.00 ea	\$26.00 ea
Chain Hoist		\$52.00/day	\$52.00/day
Dance Floor	Standard - Up to 10m x 5m (Includes 2 hours of labour)	\$415.00	\$415.00
	Large - Up to 15m x 7.5m (Includes 3 hours of labour)	\$564.00	\$564.00
Push Up Drape Kit	Small (Includes rigging)	\$373.00	\$373.00
	Medium (Includes rigging)	\$839.00	\$839.00
	Large (Includes rigging)	\$1393.00	\$1393.00
Piano Hire	Yamaha WX5 Up Piano (Black)	\$337.00	\$337.00
	Yamaha S5X Medium Grand (Black)	\$359.00	\$359.00
	Steinway D Concert Grand (Black)	\$363.00	\$363.00
	<i>*All Pianos Come Tuned</i>		
Prolyte Stagedex	2m x 1m (Includes labour)	\$44.00/deck	\$44.00/deck
Stage Hire Plenary Hall 2	SICO Large 14.4m x 8.4m	\$435.00	\$435.00
	SICO Medium 14.4m x 6m	\$311.00	\$311.00
Stage Hire Plenary Hall 1 or 2	SICO Small 7.2m x 3.6m	\$94.00	\$94.00
Stage Hire Meeting Room	SICO Tri-Height (Includes labour)	\$44.00	\$44.00
Stage Hire North Foyer	Triangle Stage - 12m x 6m (at widest ponts)	\$218.00	\$218.00
Stage Labour	Medium Stage Removal and Reinstallation (Stage & Masking)	\$1195.00	\$1195.00
	Small Stage Removal and Reinstallation (Stage & Masking)	\$756.00	\$756.00

FEES & CHARGES 25-26

TECHNICAL EQUIPMENT AND SERVICES - CONTINUED

ITEM	DESCRIPTION	STANDARD FEE (incl GST)	NOT-FOR-PROFIT FEE (incl GST)*
OTHER CHARGES			
Consumables	Batteries, data storage, gaffa tape, electrical tape	POA	POA
Plant <i>*Plant equipment can only be operated by MECC qualified staff</i>	JLG Electric Scissor Lfit 3246 ES (Operator not included)	POA	POA
	JLG Electric Scissor Mast Lift 20MVL (Operator not included)	POA	POA
	Komatsu Electric 2T Forklift FB 20A-12 (Operator not included)	POA	POA
External Equipment Hire		POA	POA
Tablecloths	Standard Black Linen * White Linen available on request	\$16.50 ea	\$16.50 ea
Printing and Photocopying	Black & White per copy	\$0.30	\$0.30
	Colour - per copy	\$0.50	\$0.50
Mobile Divider	Black/Standard 1.5m x 1.5m per item, per day	\$43.50 per item, per day	\$43.50 per item, per day
Expandable Divider	Black 7.5m 7.6m x 1.8m per item, per day	\$67.00 per item, per day	\$67.00 per item, per day
Whiteboard		No Charge	No Charge
Storage Fee		From \$49.00 per day	From \$49.00 per day
Rubbish Removal	Per half skip	\$153.00	\$153.00

*Not-for-profit rate available to incorporated not-for-profit groups who can demonstrate a need for council support.

Groups must be based within the Mackay region. Proof of incorporation and certified profit and loss statement must be provided.

NOTE: Fees and Charges are reviewed annually. Bookings held after 1 July will need to allow for an approximate 5% increase in charges.

FEES & CHARGES 25-26

SPACES & CAPACITIES

The centre is made up of many versatile rooms including plenary halls, meeting rooms, an auditorium, mezzanines, terraces and an experimental theatre. You can select one space or a combination of spaces to suit your requirements.

FACILITIES	AREA	THEATRE	CLASSROOM	BANQUET	COCKTAIL	BOOTHS (3 x 2m x 2m)
HALLS - Layout capacities factor in a stage & projector screens. Capacities subject to room requirements.						
Hall 1 (flat floor seating)	730m ²	477	180	190	750	37
Hall 2 (flat floor seating)	730m ²	440	160	190	750	39
Hall 1 & 2 (raked retractable + flat floor seating)	1460m ²	1307	280	580	1500	79

**Hall 1 + 2 and loading dock support uniformly distributed load of 20kPa (max 40T).*

THEATRE						
Auditorium	N/A	1090	N/A	N/A	N/A	N/A

NORTH FOYER	368m ²	399	152	260	700	24
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EXPERIMENTAL THEATRE						
Lynette Denny Space	119m ²	100	60	90	100	6

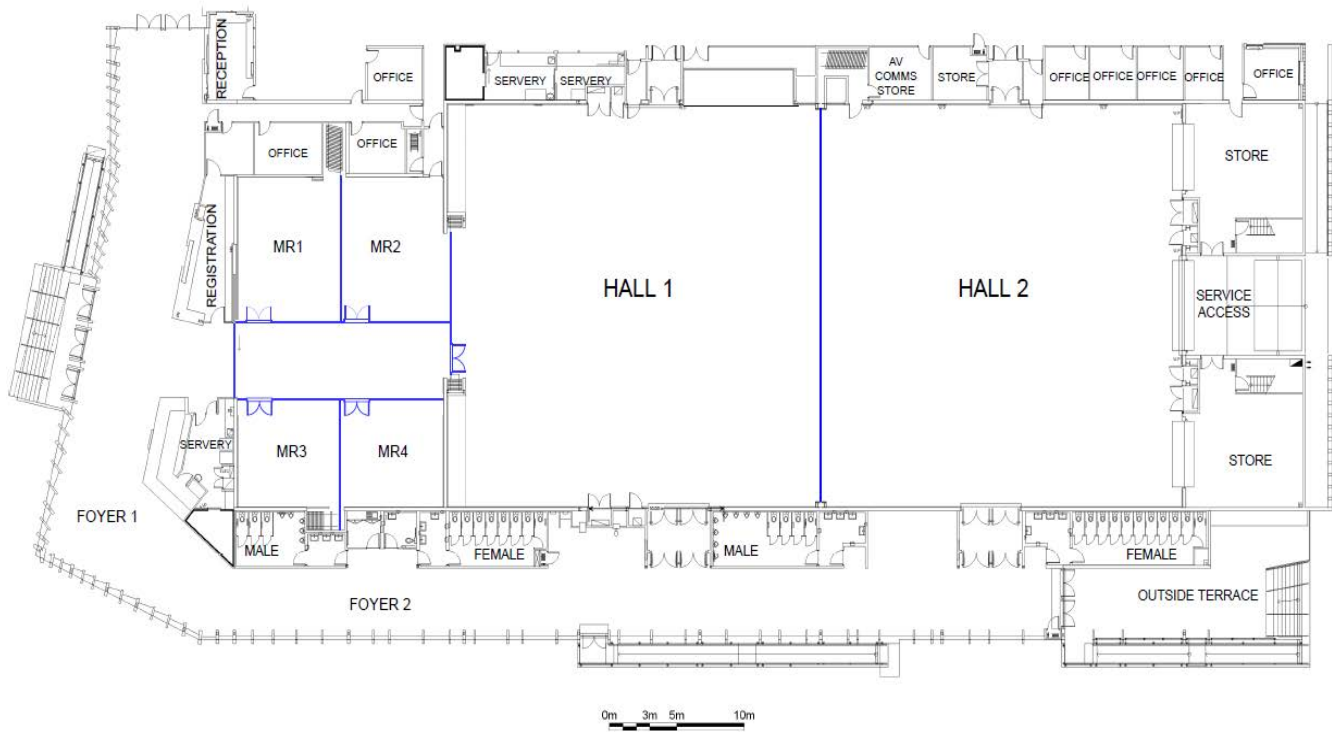
MEETING ROOMS - with and without projector screens flown in						
Meeting Room 1 or 2	75m ²	68-80	33	40	50	
Meeting Room 3 or 4	50m ²	44-56	16	20	35	
Meeting Room 1 & 2	150m ²	149	60	70	200	
Meeting Room 3 & 4	90m ²	88	42	40-60	70	
Meeting Room 1 - 4 & sub foyer	333m ²	360	160	210	450	15-24

MEZZANINES and TERRACES						
North Mezzanine with Outdoor Terrace	40m ² 60m ²	59 N/A	N/A N/A	N/A N/A	40 60	
South Mezzanine with Outdoor Terrace	43m ² 69m ²	70 N/A	N/A N/A	N/A N/A	70-100 N/A	

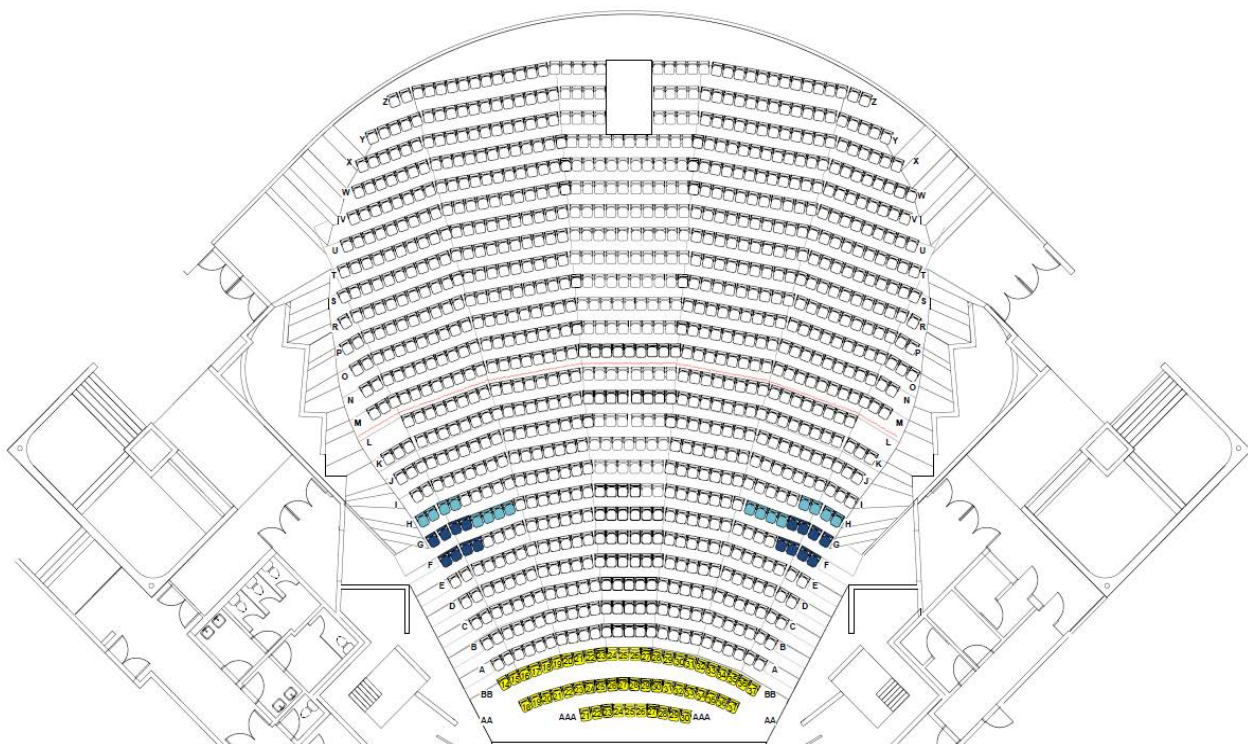
Above layout capacities are subject to your catering, staging and technical requirements.

FLOOR PLANS 25-26

CONVENTION CENTRE FLOOR PLAN



AUDITORIUM FLOOR PLAN





 **The
Mackay Isaac Region**

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